

**PERSONNEL AND TRAINING BUREAU  
TRAINING DIVISION**

**TRAINING NOTICE**  
12.1.1

November 8, 2013

**TO:** All Concerned Commanding Officers

**FROM:** Commanding Officer, Training Division

**SUBJECT:** 2014 QUARTERLY TRAINING COORDINATOR'S MEETING SCHEDULE

The Quarterly Training Coordinator's Meetings have been scheduled for 2014. The dates are January 9, April 3, July 10, and October 2, 2014. It is requested that the Sergeant II Training Coordinator/Civilian Course Coordinator assigned to each Area/bureau/division shall attend and participate in the quarterly meetings.

This is a primary duty assignment. Any scheduling conflicts are to be resolved in favor of this assignment. The only acceptable reasons for non-attendance are prescheduled vacation, court, military leave, and illness.

A training order will be distributed to notify Area and bureau training coordinators. If there are any questions or concerns regarding the meetings, please have a member of your staff contact Sergeant Jerry Chaney or Officer Earl Wright, Training Coordination Unit, Training Division, at (213) 485-3161.

APPROVED:



MICHELLE VEENSTRA, Captain  
Commanding Officer  
Training Division



WILLIAM A. MURPHY, Commander  
Assistant Commanding Officer  
Personnel and Training Bureau